



Administrative Assistant- Maternity Cover - Role profile

Location	Abuja	Department	International
Reports to (Job Title)	Human Resource Officer	Salary Band	G
Matrix manager (if applicable)	NA	<u>Competency level</u>	1

Role definition

Role purpose

The role provides efficient and effective administrative support to enable the smooth functioning of the Nigeria Country office while working closely with the Administration Officer. The Administration Associate ensures that procedures and standards are met while ensuring proper documentation.

Key outcomes

- **Inventory/ fixed asset management:** Support the fixed asset/ inventory management by ensuring regular update of fixed asset and inventory registers. Ensuring all assets, especially newly procured ones are indented.
- **Store Management** – Effectively and efficiently manage the store by ensuring stock levels are adequate, accurately analysing monthly stock and reconciliation. Ensure adequate security of store. Supervising the monthly distribution of consumables to staff.
- **Vendor Engagement** – Process requests, receive quotations, negotiate and ensure timely execution of services requested. Processing vendor payments as well as keep track of submitted invoices.
- **General Administrative Support & Office Management-** Supporting general office administration/management including utility bills, servicing of health and safety equipment, requesting for staff communication/internet top ups, fumigation, gardening, diesel purchase, generator servicing. Ensuring proper functioning of office equipment (intercom, photocopiers etc). Line manages the office cleaners and front desk. Take responsibility for basic maintenance of office facilities and premises and escalating complaints as necessary to colleagues.
- Line manages Cleaners and front desk to ensure cleanliness, tidiness and ambience of office for productive work.
- **Fleet Management and Travel Logistics** – Support fleet management and other related travel requests as well as ensuring that all staff requests are attended to. Process travel insurance for foreign trips.
- Performs other related duties as may be assigned.

Role agility

Expected travel per annum Up to 20 days

On-call/unsocial hours Yes

Surge capacity for emergency responses Yes - could be required to to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.



To respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

This role works within the Operations Unit and is key to driving effective systems and processes that enable the workgroup to meet its operational objectives. This role undertakes support as relates with asset management, logistics, store/ inventory management and other administrative support functions in the Abuja Country Office. The role works collaboratively within the operations team and across teams towards delivering of the administrative processes. The role deputizes for the Administrative Officer as may be required.

Role requirements

Relationships

External Liaise with external stakeholders; vendors, partners etc at all levels to achieve role objective and purpose.

Internal Liaising with internal stakeholders and colleagues at all levels to achieve role objectives and purpose. Working within the network of the Operations unit family, sharing knowledge and best practice across the organisation. Induction and basic supervision of Cleaners, enabling and supporting them to assist the workgroup in its functions.

Decision making

Budgetary/savings responsibility The role plays a vital role in business decision-making around cost-saving approaches and value for money putting into consideration context and other variables that will inform a robust outcome. The post holder has authority and accountabilities around general human resource management processes. The post holder is responsible for the day-to-day HR decisions liaising with the Head of Operations.

Analytical skills

Click here to enter text. Responsible for one discrete area or several strands within a function, how much creativity, analysis and judgement or routine/semi-routine Ability to apply logical thinking, creativity, analysis based on available data, and common sense to tasks and responsibilities and testing solutions for day-to-day issues.

Developing self and others

Continuously look for opportunities for self -development. Give and receive honest and open feedback in a timely manner. Taking responsibilities, being self-accountable and holding others accountable. Has direct responsibility of managing cleaners and sometimes volunteers.



<p>Number of Direct reports 2</p>	<p>Overall people management responsibility 2</p>
<p>The ability and desire to promote an open, inclusive work environment that emphasizes cooperation and teamwork are essential</p>	
<p>Role related checks</p>	
<p>Child protection clearance Standard Counter terrorism screening Required</p>	

Person specification			
Applied skills/knowledge and expertise			
Essential			
<ul style="list-style-type: none"> • A university degree or equivalent in relevant field or any of the social sciences. • Minimum of one-year experience in a similar role • Proficient in Microsoft packages especially excel and Microsoft word. • You must have experience in stock/store, inventory and fixed asset management • Good communication (oral and written) skills and able to generate reports. • Good work attitude and excellent interpersonal skills • Excellent organizational skills • Ability to use discretion, think out of the box and trustworthy • Ability to work longer hours where required • Willingness to take on more responsibilities as may be required • Result – oriented and willingness to learn 			
Desirable			
<ul style="list-style-type: none"> • Administrative and logistical support experience 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Intermediate	Web content design & development	N/A
Internet-based collaboration tools and video calling	Intermediate	Social Media	Intermediate
Data Visualisation	Intermediate		
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